

**COUNTY OF LOS ANGELES
NEW DIRECTIONS TASK FORCE'S (NDTF)
SPECIAL NEEDS HOUSING ALLIANCE (ALLIANCE)**

COLLABORATIVE AGREEMENT
(Adopted by NDTF on October 21, 2003)

PURPOSE

The purpose of this Collaborative Agreement (Agreement) is to formalize the collaborative relationship between the County departments comprising the Special Needs Housing Alliance (Alliance). The term "County Departments" or "Departments," except where otherwise noted, is used throughout this document to include: the Community Development Commission of the County of Los Angeles, the Los Angeles County Office of Education (LACOE), the Los Angeles Homeless Services Authority (LAHSA), the Departments of Community and Senior Services, Children and Family Services, Health Services, Mental Health, Probation and Public Social Services.

The mission of the Alliance is to provide an on-going forum for County departments, service providers, housing agencies, developers, and other stakeholders to coordinate resources and implement projects that continue addressing the unique housing and service needs of specific special needs populations in the County. Additionally, the Alliance will provide opportunities to develop and implement collaborative legislative and funding recommendations for increasing the availability of geographically dispersed, service-enriched housing in partnership with community-based organizations and non-profit entities.

For the purposes of the Alliance, special needs populations are defined as: individuals with mental health issues; victims of domestic violence; persons living with HIV/AIDS; youth emancipating or emancipated from the dependency and delinquency systems; teen mothers, the frail elderly; and the developmentally disabled.

WHEREAS, Alliance departments desire to ensure the long-term sustainability of collaborative efforts between them, and facilitate the implementation of projects that continue addressing the unique housing and service needs of special needs populations in the County, they mutually agree to the following:

TERM OF THE AGREEMENT

The term of this Agreement shall commence upon execution by all parties, and be automatically renewed annually, unless terminated as provided herein. Any party may terminate this Agreement without cause, provided that written notice is given to all parties at least 30 days in advance.

AMENDING THE AGREEMENT

This Agreement may be amended by mutual written consent by all parties. If any party desires an amendment, they shall inform the Chair of their desire to modify the Agreement in writing and specifically identify the term(s) or condition(s) that they desire to modify.

RESPONSIBILITIES OF ALLIANCE MEMBERS

GENERAL

1. Meet on a quarterly basis or as often as needed, as is determined by the Chair, to further the purpose of the Alliance, and assure timely project implementation.
2. Identify and coordinate departmental sources of project funding for the capital (acquisition, development and rehabilitation), service and operational resources required to produce additional special needs housing.
3. Implement policy recommendations, facilitate special needs housing projects and oversee tasks described in the Alliance's Business Plan.
4. Support legislative initiatives and access to public and private funding sources that can be effectively leveraged using County resources to enhance service enriched special needs housing.
5. Develop and implement a two-year strategic plan for increasing the availability of special needs housing.

STAFFING

1. A representative of the Chief Administrative Office (CAO) will chair the Alliance. Once the organizational refinements have been completed, as described in the Alliance's Business Plan, any department may, at the Alliance's pleasure, serve as Chair. The Service Integration Branch of the CAO will provide support to the development and implementation of collaborative policies and projects.
2. Each department will assure representation at Alliance meetings by management staff who have access to decision makers, within their respective departments, with the ability to commit available financial and staffing resources to implement policy decisions and projects, as outlined in the Alliance's Business Plan.

FUNDING

Each Alliance department shall be responsible for:

1. Maintaining and distributing information among Alliance departments regarding the availability of capital, operational and service funds for special needs housing, as well as the timing, discretion, and process for accessing such funds through the use of such tools and procedures outlined in the Alliance's Business Plan.

2. Identifying financial resources that can be made available to specific special needs housing projects under consideration by the Alliance or any of its departments.

LEGISLATION

Each Alliance department shall be responsible for:

1. Maintaining and disseminating information among Alliance departments regarding legislative initiatives relating to special needs housing through the use of such tools and procedures outlined in the Alliance's Business Plan.
2. Supporting legislative initiatives that enhance the delivery of efficient, effective, and coordinated service enriched special needs housing within the County of Los Angeles, as outlined in the Alliance's Business Plan.

DATA

Each Alliance department shall be responsible for:


1. Maintaining a database of client housing needs, facilities, and resources, consistent with facilitating the collection of information described in the report entitled, "Housing, Supportive Services, and Funding Available for Special Needs Populations in Los Angeles County," or as otherwise determined by the Alliance.
2. Participating in data sharing activities relating to communication mechanisms, publication and coordination of available funding, as outlined in the Alliance's Business Plan, or as may be deemed desirable by the Alliance.

AGREEMENT

In witness whereof, we, the Directors of the respective departments below, do hereby agree to the terms of, and cause the Agreement for the Alliance to be effective, on this 4th day of November 2003.

This Agreement provides the clarification of roles and responsibilities and confirms the commitment of all Alliance departments to deliver efficient, effective, and coordinated service enriched special needs housing within the County of Los Angeles, and to support each other in that effort, as outlined in the Alliance's Business Plan.

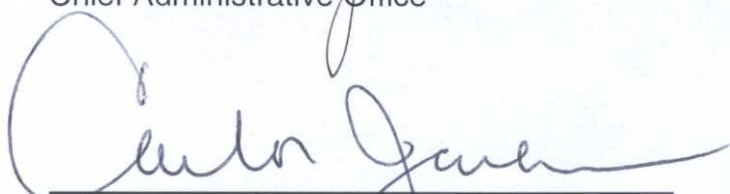
IN WITNESS WHEREOF, the authorized officers of the parties hereto have authorized this Agreement, and are executing this Agreement, on this 4 day of November 2003.



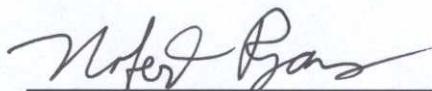
David Janssen, CAO
Chief Administrative Office



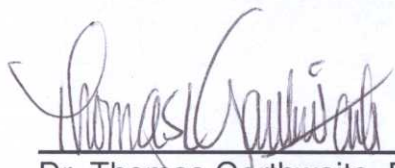
Dr. David B. Sanders, Director
Children and Family Services



Carlos Jackson, Executive Director
Community Development Commission



Robert Ryans, Director
Community and Senior Services



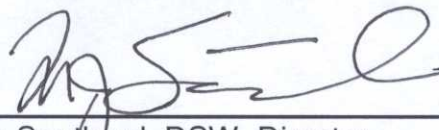
Dr. Thomas Garthwaite, Director
Health Services



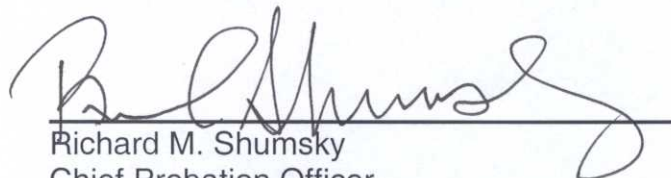
Dr. Darline P. Robles, Superintendent
Los Angeles County Office of Education



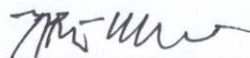
Mitchell Netburn, Executive Director
Los Angeles Homeless Services Authority



Marvin Southard, DSW, Director
Mental Health



Richard M. Shumsky
Chief Probation Officer



Bryce Yokomizo, Director
Public Social Services

Attachments:

Special Needs Housing Alliance Work Plan (Revised: September 25, 2002)
Special Needs Housing Alliance Business Plan